



## UNITED STATES SERVICE ACADEMY NOMINATIONS INFORMATION PACKET 2011-2012, CLASS OF 2016

**U.S. REPRESENTATIVE RUSH HOLT**  
12th Congressional District, New Jersey  
609-750-9365

### GENERAL INFORMATION

Congressman Holt's nominees for appointment to the military service academies are selected on a competitive basis, using criteria determined by the academies to be indicative of a candidate's potential for success as a cadet or midshipman. Competition for places in our nation's service academies is keen. Therefore, in addition to seeking a nomination from Congressman Holt, you are urged to apply to every nomination that your eligibility allows (i.e., Senatorial, Presidential, Vice Presidential, Children of Deceased or Disabled Veterans, etc.). You may find other sources of Service Academy nominations listed in the table below.

**Each Congressional Office uses a selection process that is designed to meet its own needs and standards.** The different procedures are often confusing to applicants who apply to more than one office. You can avoid misunderstandings by carefully studying and following the instructions of each office. If you have questions, please call Congressman Holt's District Office at 609-750-9365 and ask for Scotia MacRae or e-mail her at [scotia.macrae@mail.house.gov](mailto:scotia.macrae@mail.house.gov).

The information required in order for you to be considered as an applicant is outlined in subsequent pages. It is **YOUR** responsibility to submit this information as it becomes available and to **keep it updated**. The deadline for receipt of information in Congressman Holt's office is 6 p.m. on **October 3, 2011**. Candidates whose files are incomplete after that time will not be considered.

Please give careful thought to your first choice of an academy. Second choices can be considered only in the event that there are not enough qualified candidates in an academy category to fill a slate of nominees. First-choice designations may be changed at any time before nominations are made.

***Send all information to:***

**Congressman Rush Holt**  
**Service Academy Nominations**  
**50 Washington Road**  
**West Windsor, NJ 08550**

## REQUIREMENTS

1. **Residency:** The applicant must be a legal resident of the 12<sup>th</sup> Congressional District. To determine if you are a resident of this district, go to [www.house.gov](http://www.house.gov). In the upper right-hand corner, you will find a sentence that says, "Find Your Representative." Insert your nine-digit ZIP Code. If you do not have the last four digits, enter the first five digits and you will see instructions on how to find the full ZIP Code.
2. **Letter of Interest:** Please send Congressman Holt a letter of interest in the spring of 2011 (sample included).
3. **Application Form and Photograph:** An application form (included) must be completed in full. Please send with it a current photograph. This form asks for a separate list of extra-curricular activities in resume format (sample included). Formal candidacy is established in Congressman Holt's office upon receipt of the application and photograph. **It is not necessary for you to send all required information at once, and you should not wait to file your application if transcripts or test scores are not immediately available.**
4. **Recommendation Form:** A recommendation form (attached) must be completed by your school principal or guidance counselor and returned by that person to Congressman Holt's office. Please use the attached recommendation form. If necessary, additional sheets may be added.
5. **Additional Letters of Recommendation:** In addition to the recommendation form filled out by your principal or guidance counselor, you must submit at least two (and not more than eight) letters of recommendation from non-family members, addressed to Congressman Holt. Service academies place strong emphasis on physical training, leadership potential, and extra-curricular activities. Therefore, recommendation letters should emphasize the candidate's abilities in these areas.
6. **Essay:** Candidates are required to write an essay on their reasons for wanting to attend an academy. This should be typed on a separate piece of paper. The essay should be approximately 200 to 300 words; you may extend your essay, but please do not write more than 400 words.
7. **Transcript:** An official transcript of your high school record must be submitted. The transcript must show your final junior grades and, preferably, a numerical class rank (if your school keeps track of this). If you apply before this information is available, it will be **your** responsibility to request your guidance counselor to send an up-to-date transcript and to keep your records current.
8. **College Board Scores:** The Service Academies require scores from the SAT or ACT for all potential nominees. Applicants must send the electronic version of their test scores to Scotia MacRae, [scotia.macrae@mail.house.gov](mailto:scotia.macrae@mail.house.gov)
9. **Qualifying Medical Examination:** Each applicant must have a medical examination by the Department of Defense Medical Examination Review Board (DoDMERB). Each academy will schedule an appointment after receipt of the pre-candidate questionnaire, which is used to open a pre-admission file at the academy of your choice. There is no cost to the candidate for this examination.

## TYPE OF NOMINATION: COMPETITIVE

Congressman Holt will nominate candidates based largely on the recommendations of an Academy Selection Committee composed of community leaders from central New Jersey, most of whom have military experience. The number of candidates nominated depends on the number of vacancies available at each academy for the 12<sup>th</sup> District in the year 2012. Congressman Holt may nominate up to ten candidates to compete for each available vacancy, with the exception of the Merchant Marine Academy, for which a total of ten nominations may be made annually. Those candidates selected for nomination will then be evaluated by the respective academies, which make the final appointments.

**NOTE: There are no congressional nominations to the U.S. Coast Guard Academy, therefore Congressman Holt does not participate in that academy's admissions process.**

## BASIS FOR SELECTION

Selections are made competitively on the basis of a composite of academic factors (60%) and leadership potential, extra-curricular activities, physical fitness and recommendations (40%). The following factors are given particular consideration:

1. **Academic:** School records, class rank, grade-point-average and SAT or ACT scores are required. The higher a candidate's scores and class standing, the greater his or her chances for nomination will be, assuming the candidate is qualified in the remaining areas of consideration.
2. **Activities:** Extra-curricular activities, physical fitness, and participation in sports are taken into account.
3. **Motivation.** One of the most important considerations in the selection of nominees is motivation; that is, the candidate's desire to attend a Service Academy. Such an aspect of character is, of course, difficult to measure but can be judged partially through recommendations, the interview process and the candidate's diligence in completing his or her file.

## SELECTION PROCESS

In November 2011, each applicant will have an in-person 10-minute interview with members of the Academy Selection Committee, who will report back to Congressman Holt. The interview is among the most important factors Congressman Holt takes into account when deciding whom to nominate. All interviews will take place on the same day, a Saturday (date to be determined). Rep. Holt will make his nominations in January 2012. The academies make the final decision on whether or not a candidate receives an offer. Final decisions for the class of 2016 will be made and announced by May 15, 2012.

## Websites for Preliminary Application to United States Service Academies

Academy	Admissions Website
U.S. Military Academy	<a href="http://admissions.usma.edu">http://admissions.usma.edu</a>
U.S. Naval Academy	<a href="http://www.usna.edu/admissions">http://www.usna.edu/admissions</a>
U.S. Air Force Academy	<a href="http://www.academyadmissions.com">http://www.academyadmissions.com</a>
U.S. Merchant Marine Academy	<a href="http://www.usmma.edu/admissions">http://www.usmma.edu/admissions</a>
U.S. Coast Guard Academy**	<a href="http://admissions.uscga.edu">http://admissions.uscga.edu</a>

\*\*The United States Coast Guard Academy does not require congressional nominations.

## Other Sources of Military Service Academy Nominations

Contact the individual Academies to be considered for  
Presidential, Service Secretary and Service Academy Superintendent Nominations.

Nominating Authority	Type and Number
President	Children of members of the armed forces who have eight years of active or reserve duty service, retirement status, or who are deceased with one of those statuses. Up to 100.  The President is also authorized to appoint an unlimited number of children whose parents have been awarded the Medal of Honor.
Vice President	At large, 5.
Service Secretary (of each branch)	Enlisted members of the regular service of the branch led by the Secretary. Up to 85.  Enlisted members of the reserve components of the branch led by the Secretary. Up to 85.  Twenty honor graduates of schools designated as honor schools by any military branch, and from members of the Secretary's service Reserve Officer Training Corps (ROTC)  One hundred-fifty qualified alternates who received ranked congressional nominations but were not appointed.
Superintendent (of each Service Academy)	At large, 50.

**Note:** There are many unofficial online communities that can be a valuable source of information and communication during the application process. One such site is [www.serviceacademyforums.com](http://www.serviceacademyforums.com). It is listed here for informational purposes only and is not associated with Congressman Rush Holt or with any governmental organization. The accuracy of the information must be confirmed by the service academies, not by the congressman.